



# DEPARTMENT OF PUBLIC SOCIAL SERVICES

## WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number  
03-05

Date:  
03/20/03

### Administrative Memorandum

**SUBJECT: MAPPER CODES FOR INVESTIGATIONS CLOSED DUE TO MISSING CASE FILES OR DOCUMENTS**

### REFERENCE:

CANCELS: Administrative Memorandum 99-03 dated 12/08/99

FILE IN:

### I. PURPOSE

This Administrative Memorandum releases revised instructions for using Field Disposition Codes H1, J1, K1, and instructions for the additional Code L1. These codes are to be used by investigative staff when closing an investigation with negative findings because of missing case records or documents. These Codes are necessary to track investigations closed as "Negative Findings" due to missing documents or case records. These instructions are effective immediately.

### II. BACKGROUND

The 1998/1999 Grand Jury recommendations included the development of a system to track investigations that were closed due to missing case files or missing case documents. As a result of those recommendations, the Codes H1, J1, and K1 were implemented and form WFP&I 365 was used to report these closings. The WFP&I 365 is cancelled with the release of this administrative memorandum and Codes H1, J1, and K1 have been revised.

### III. POLICY/PROCEDURE

Welfare Fraud Investigators (WFIs) are to continue to use the PA 933, Fraud Automated Case Tracking System (FACTS) Input Document (FID), when completing an investigation that has a Legacy case number. The MAPPER system has been modified to accept the additional codes.

The codes are to be used by the WFI when an investigation is closed as negative, with negative assurance, because the WFI was unable to locate the case record or the case documents for review. All existing procedures for requesting case files and or documents from Districts, FKI and/or RCI remain in effect.

The Codes and WFP&I forms are to be used as follows:

<b>Code</b>	<b>Form Number</b>	<b>When to Use</b>
Code H1	WFP&I 378	Case records missing from FKI / Boxed Closed
Code J1	WFP&I 379	Entire case record missing from district
Code K1	WFP&I 380	Documents/Forms missing from district case
Code L1	WFP&I 381	Documents missing from RCI

Investigators should continue to use existing codes for investigations closed as negative for other reasons. Questions regarding this memo should be directed to your immediate supervisor.



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Luther Evans, Director  
Welfare Fraud Prevention & investigations Section

LE:MH:JR:jr

Attachments



**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC SOCIAL SERVICES**

**WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION  
12000 S. Hawthorne Blvd.  
Hawthorne, CA 90250**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_, HSA I  
Welfare Fraud Prevention and Investigations Section

FROM: \_\_\_\_\_, SWFI  
Unit Number \_\_\_\_\_

SUBJECT: **INVESTIGATION CLOSED BECAUSE OF MISSING FKI/BOXED CLOSED  
RECORDS FROM FKI – CODE H1**

Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

District Number: \_\_\_\_\_ EW File Number: \_\_\_\_\_ Report Month: \_\_\_\_\_

The investigation listed above was closed “negative” due to missing case records.

TYPE OF CASE	PERIOD MISSING	TYPE OF CASE	PERIOD MISSING
CalWORKs	TO	CalWORKs/Food Stamps	TO
General Relief	TO	General Relief/Food Stamps	TO
Food Stamps	TO	IHSS Timesheets/Cases	TO

Comments: Although FKI had no record of the requested cases(s), the case-carrying district is the responsible party.

WFI: \_\_\_\_\_ File Number: \_\_\_\_\_ Date: \_\_\_\_\_

SWFI: \_\_\_\_\_ Date: \_\_\_\_\_

Complete in Triplicate

WFP&I 378 (03/03)

Distribution: Original – HSA I  
First Copy – SWFI  
Second Copy – CFF: PERM.



**COUNTY OF LOS ANGELES  
DEPARTMENT OF PUBLIC SOCIAL SERVICES**

**WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION  
12000 S. Hawthorne Blvd.  
Hawthorne, CA 90250**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_, HSA I  
Welfare Fraud Prevention & Investigations Section

FROM: \_\_\_\_\_, SWFI

Unit Number: \_\_\_\_\_

SUBJECT: **INVESTIGATION CLOSED BECAUSE OF MISSING CASE RECORD FROM DISTRICT  
- CODE J1**

Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

District Number: \_\_\_\_\_ EW File Number: \_\_\_\_\_ Report Month: \_\_\_\_\_

The investigation listed above was closed "negative" due to missing case records.

Entire Case Record ☐ \_\_\_\_\_ to \_\_\_\_\_

Boxed Closing (GR/FS) ☐ \_\_\_\_\_ to \_\_\_\_\_

**ENTIRE DISTRICT CASE RECORD**

COMMENTS: Response from FKI regarding search for historical case record showed:

☐ **No Record**

☐ **Out to District Number** \_\_\_\_\_

A. WFP&I Manager \_\_\_\_\_ requested assistance from the District Manager of District  
(Name of Manager)  
Number \_\_\_\_\_ on \_\_\_\_\_  
(Date)

B. WFP&I Manager's assistance not required because other documentation also not available (i.e. witnesses, identification, rent verification, earnings records, and/or school records, etc.)

WFI: \_\_\_\_\_ File Number: \_\_\_\_\_ Date: \_\_\_\_\_

SWFI: \_\_\_\_\_ Date: \_\_\_\_\_

Complete in Triplicate

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12000 S. Hawthorne Blvd.  
Hawthorne, CA 90250**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_, HSA I  
Welfare Fraud Prevention & Investigations Section

FROM: \_\_\_\_\_, SWFI

Unit Number: \_\_\_\_\_

SUBJECT: **INVESTIGATION CLOSED BECAUSE OF MISSING DOCUMENTS/FORMS FROM  
DISTRICT CASE RECORD - CODE K1**

Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

District Number: \_\_\_\_\_ EW File Number: \_\_\_\_\_ Report Month: \_\_\_\_\_

The investigation listed above was closed "negative" due to the following missing documents and /or forms:

FORM NAME	PERIOD/DATE MISSING (From - To dates)	FORM NAME	PERIOD/DATE MISSING (From - to dates)
CA 2 (s)/ JA 2 (s)	TO	DFA 285 (s)	TO
CA 20 (s)	TO	PA 898(s)	TO
CA 7 (s)	TO	SAWS 1	TO
Signed STATEMENT OF FACTS (SOF)	TO	OTHER	TO

COMMENTS: Historical record(s) retrieved from FKI did not contain the Document(s) listed above.

A. WFP&I Manager \_\_\_\_\_ requested assistance from the District Manager on \_\_\_\_\_.  
(Name of Manager) (Date)

B. WFP&I Manager's assistance not required because other documentation also not available (i.e. witnesses, identification, rent verification, earnings records, and/or school records, etc.)

WFI: \_\_\_\_\_ File Number: \_\_\_\_\_ Date: \_\_\_\_\_

SWFI: \_\_\_\_\_ Date: \_\_\_\_\_

Complete in Triplicate

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Hawthorne, CA 90250**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_, HSA I  
Welfare Fraud Prevention & Investigations Section

FROM: \_\_\_\_\_, SWFI

Unit Number: \_\_\_\_\_

SUBJECT: **INVESTIGATION CLOSED BECAUSE OF MISSING DOCUMENTS FROM RCI -  
CODE L1**

Case Name: \_\_\_\_\_ Case Number: \_\_\_\_\_

District Number: \_\_\_\_\_ EW File Number: \_\_\_\_\_ Report Month: \_\_\_\_\_

The investigation listed above was closed "negative" because the following documents were not found by RCI:

FORM NAME	PERIOD/DATE MISSING (From - To dates)	FORM NAME	PERIOD/DATE MISSING (From - to dates)
CA 7 / CW 7	TO	Other:	TO
CA 7 / CW 7	TO	Other:	TO

COMMENTS: Although RCI had no record of the requested documents, the case-carrying district is the responsible party.

WFI: \_\_\_\_\_ File Number: \_\_\_\_\_ Date: \_\_\_\_\_

SWFI: \_\_\_\_\_ Date: \_\_\_\_\_

Complete in Triplicate

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